

(For office use only)
Date Received _____
Received by _____

CITY OF BURTON
REGISTRATION FORM FOR ABANDONED PROPERTY

Please fill out the information requested below and deliver this form to the City of Burton Building Department in either person or mail to, **City of Burton, Attn Treasurer, 4303 S Center Rd, Burton, Michigan 48519. *Registration is required within ten (10) days from the date of the notice, or it will be subject to Violation/Penalty as provided by Ordinance 2010-1-91.04.***

Registered Residence Address: _____

Burton MI, Zip Code: _____

Parcel Number: _____

Notice of Default Recordation # _____ (Please attach copy to this form)

Trustee/Beneficiary _____

Contact: Contact Phone: _____

Trustee/Beneficiary Mailing Address: _____

Property Manager: Business license # _____

Contact: 24 Hour Phone #: _____

Property Management Company Local Mailing Address: _____

(Please Check One): ☐ New Registration \$140.00** ☐ Renewal Registration \$100.00

**(Registration includes a \$90.00 registration and \$50.00 Certificate of Occupancy fee, for the first occupiable building/structure, any additional building/structure will be an additional \$50.00 each.)

☐ Current Building Permit (include attachments)

An annual registration fee shall accompany this registration form. You are required to renew your registration every calendar year that your property is abandoned. The fee is also not prorated.

Registrant:

Print Name _____

Signature _____

Date _____

Company Name, Address, Phone Number _____ () _____

Registration Form for Abandoned Property

The goal of our department is to improve the overall condition of properties within the City of Burton; to preserve property values in our community; and to create a safe and aesthetically pleasing place for residents to live, work and shop. It is also the objective of the City to obtain compliance of its municipal codes through education, assistance, and the fair and consistent enforcement of its laws.

It is the intent of the City Council, through the adoption of this chapter, to establish a mechanism to protect neighborhoods from becoming blighted through the lack of maintenance and security of abandoned properties; to establish an abandoned property registration program and to set forth guidelines for the maintenance of abandoned properties.

We thank you in advance for your cooperation. If you have any questions or concerns, please contact the City of Burton Building Department, Building Inspector, at (810) 743-1500.

Responsibility of Property Owner and Managers

- ❖ Within ten (10) days of a property transaction involving a change of identity of an owner or the owner of record, or upon transfer or assignment of a loan or deed of trust, a recordation must be recorded with the Building Department, Building Inspector. This recordation must include the identity, mailing address and telephone number of the trustee and beneficiary responsible for receiving payments associated with the loan or deed of trust.
- ❖ Prior to the recording of a Notice of Default or similar instrument, the trustee or beneficiary must perform an inspection. If the property is vacant, the property is deemed to be abandoned.
- ❖ Within ten (10) days of identifying an abandoned property, the trustee or beneficiary must register the property with the City of Burton Building Department on specified forms.
- ❖ Any change of information contained on the original registration form must be reported to the Burton Building Department within ten (10) days.
- ❖ All properties must comply with the public nuisance requirements as outlined in **Ordinance No. 2009-5-91.04**.
- ❖ The property must be kept free of all weeds, dry brush, trash, junk and other items that give the appearance that the property is abandoned.
- ❖ The property must be kept free of all graffiti, tagging and other markings. Any removal or painting over of graffiti shall be with an exterior grade paint that matches the color of the exterior of the structure.
- ❖ Visible front and side yards shall be landscaped and maintained to the neighborhood standard.
- ❖ Pools and spas shall be kept in working order so that water remains clear and free of pollutants and debris, or must be drained. Pools and spas must comply with the minimum security fencing requirements of the City of Burton.
- ❖ All properties must be secured in a manner so that they are not accessible to unauthorized persons.
- ❖ A local property management company shall be contracted to perform weekly inspections to verify that the requirements of this ordinance, and any other applicable laws, are being met.
- ❖ The property shall be posted with the name and 24-hour contact phone number of the local property management company. The posting shall be no less than 18" X 24", shall be of a font that is legible from a distance of forty-five (45) feet, and shall contain the following verbiage: "**THIS PROPERTY MANAGED BY____,**" and "**TO REPORT PROBLEMS OR CONCERNS CALL (name and phone number)**".

***** (I) Violation/Penalty - A violation of this Ordinance is hereby designated a municipal civil infraction and a fine in an amount not to exceed \$500.00 for residential properties and \$1,500.00 for commercial and industrial properties plus costs shall be paid by any owner who is found responsible for each such violation. Violators will also be subject to sanctions, remedies and procedures as set forth in Act 236 of the Public Acts of 1961, as amended.**